

RARE BOOK AND MANUSCRIPT LIBRARY

1976-1977

Kenneth A. Lohf

Librarian for Rare Books and Manuscripts

Rare Book Department-----Rudolph Ellenbogen

Manuscript Department-----Bernard R. Crystal

Columbiana Collection-----Paul R. Palmer

During 1976-1977 the Friends of the Columbia Libraries celebrated the twenty-fifth anniversary of its founding. To mark the event a dinner was held in the Rotunda of Low Library at which President William J. McGill awarded Presidential Citations to Mrs. Donald F. Hyde and Dr. Dallas Pratt, members of the Council of the Friends since its founding in 1951; Dr. Pratt also served as Chairman of the Development Plan Committee of the Friends in 1951. In honor of the Anniversary the Friends presented to the University Libraries the collection of 127 drawings by Rockwell Kent for his edition of Whitman's Leaves of Grass published in 1936; and individual friends donated books, manuscripts and drawings (described and illustrated in a booklet published for distribution at the dinner) whose value was in excess of \$150,000 and which included: an unpublished letter by George Washington; a copy of Robert Lowell's first book of poems, Land of Unlikeness, inscribed to Melville Cane; an original drawing by Leonard Baskin; Marcel Proust's first book, Les Plaisirs et les Jours; and four engraved plates by Matisse for his illustrations to the Limited Editions Club's edition of James Joyce's Ulysses. By means of these splendid gifts, most of which were designated for the Rare Book and Manuscript Library, the Friends displayed their unique sense of generosity, and also their concern for the enrichment of our resources for research and scholarship, which has been the dual purpose of the organization since its founding twenty-five years ago. (The annual financial statement of the Friends is given in Part III.)

I. Summary of Year's Work

Collection Development and Maintenance

Gifts. Additions to the collections by gift continue at a record level. During 1976-1977 donors added 4,044 volumes and 1,479,262 manuscript items worth \$609,100 in appraised or estimated value, the highest value of gifts recorded in any single year. The 193 separate donations represent the largest number of individual gifts presented in a single year. These record numbers are due in part to the Friends' twenty-fifth anniversary, but mention must also be made of the gifts of the Bella Abzug Papers and the Curtis Brown, Ltd., Papers, among the most extensive archives received in recent years. These donations include 64 collections of manuscripts and papers, and groups of papers added to existing collections. The major gifts were recorded in "Our Growing Collections" in each issue of Columbia Library Columns.

Purchases. We expended \$46,545 for the purchase of 99 rare editions, 16 collections of papers and printed materials, and 7 manuscripts. Of this amount \$40,542 represented budgeted funds (including binding and periodical allotments totaling \$5,900). Approximately \$11,905 represented funds donated to the Library for specific purposes and those generated by the sale of duplicate books. A detailed breakdown by fund is given in Part III.

Duplicates. Total duplicate sales of 127 volumes and 2,000 photographs amounted to \$8,964. In addition, 23 volumes were exchanged for first editions valued at \$800.

Exhibitions. Our annual program of public exhibitions on the third floor of Butler Library included the following exhibits:

The Faces of Lincoln. May 17 - September 29, 1976

Gifts for 1976. October 1 - November 30, 1976

Gifts in Honor of the Twenty-Fifth Anniversary of the Friends
of the Columbia Libraries. December 1 - February 24, 1976/77

Beat Art. March 2 - September 29, 1977

In addition to the above, we mounted two exhibitions in the Rotunda of Low Memorial Library: "Gifts in Honor of the Twenty-Fifth Anniversary of the Friends of the Columbia Libraries," November 4 - 18, 1976; and "Engel Plus Ten," February 4 - March 18, 1977. The former was on view at the time of the Anniversary dinner, and the latter was exhibited to honor the Solton and Julia Engel Collection of association books, letters and manuscripts, original drawings and posters. The exhibition featured rarities from the original Solton Engel bequest, gifts from Mrs. Engel and acquisitions by means of the Engel Fund made during the ten-year period, 1967-1977.

Books, manuscripts and art objects were lent to the following institutions for exhibition purposes: Grolier Club; John F. Kennedy Center for the Performing Arts; Museum of the City of New York; National Portrait Gallery at the Smithsonian Institution; Whitney Museum of American Art; and Williams College Art Gallery.

Administration

When the Health Sciences Library books were removed from stack 15 that area was assigned to the Rare Book and Manuscript Library for the shelving of less-used materials. In addition to small libraries of individuals and portions of archival collections, the doctoral dissertations were moved to stack 15 in January. The Bakhmeteff Archive of Russian and East European History moved to its new location in the northwest portion of stack 15 during the week of June 6. The curator, Mr. Lev Magerovsky, retired at the end of the fiscal year, and the Archive was closed to use pending the completion of an inventory and the preparation of description sheets for the collections comprising the Archive. It is projected that this inventory will be completed during the coming year and that work will then begin on cataloging the contents of the collections.

During the year 1,052 reference and gift letters were written by members of the department.

Staffing and Training

The full-time professional and secretarial staff for the Rare Book and Manuscript Library during the past year was as follows:

Librarian for Rare Books and Manuscripts	Kenneth A. Lohf
Assistant Librarian, Manuscript Department	Bernard R. Crystal
Assistant Librarian, Rare Book Department	Rudolph Ellenbogen
Reference Librarian/Bibliographer, Manuscript Department	Mary B. Bowling
Reference Librarian/ Bibliographer, Rare Book Department	Alice Schreyer
Curator, Columbiana Library	Paul R. Palmer
Secretary	Mary Young

The Rudolph Ellenbogen position was reclassified as PCII, Assistant Librarian for Rare Books, effective July 1, 1976. A new position, Reference Librarian and Bibliographer, PCI, was assigned to the Rare Book Department, and Mrs. Alice Schreyer was appointed, effective July 1. Because of the difficulty of staffing the Manuscript Department with general assistants, it was decided to replace the assistants with a full-time CAII, whose responsibilities would include paging, shelving, processing manuscript collections and typing archival records; the first incumbent began work on May 25. The various staff appointments described above have contributed to a more logical functioning of the Library from both the operations and administrative points of view.

Physical Environment

With the closing of the 9th floor of Butler and stack 15, and their assignment to the Rare Book and Manuscript Library, it was necessary to place all access doors on the department master key. In addition, a fire door with alarm and a fire-resistant wall was installed to enclose the stack 15 landing. As reported elsewhere in this report, we have moved certain collections, as well as the Bakhmeteff Archive, into this area.

Equipment

A Savin 750 Copier was ordered for the Library and installed in 801 Butler Library during the final week of June. The machine will be used primarily for the copying of manuscripts and letters ordered by mail or in person. Being able to furnish copies immediately will be a more efficient means of satisfying researchers' needs, will eliminate the backlog of orders, and will ease the pressure on the Reprography Department. The Copier will also allow us to photocopy on the premises various departmental and Friends records, letters and vouchers.

II. Future Prospects

With the marked improvements in the staffing of both the Rare Book and Manuscript Departments, the modest increase in the cataloging of current purchases and gifts and the continuing reduction in the arrearages, and the

installation of a Savin Copier -- our operations have improved markedly. It is hoped that during the coming year the various problems that have arisen in regard to the operation of the Papyrus and Epigraphy Room, and in the administration and functioning of the Bakhmeteff Archive, will receive study and resolution.

As mentioned in the last several annual reports, the over-riding problem of the Rare Book and Manuscript Library is the need for adequate and appropriate reading room and processing facilities in the areas of both rare books and manuscripts. Now that all of the distinctive collections have relatively new or remodeled facilities, it is hoped that attention can be focused on the provision of adequate facilities for the Rare Book and Manuscript Library, one of the most important research resources of its kind in the country, and virtually the only such major library that does not have facilities commensurate with needs and public image.

Rare Book Department

Rudolph Ellenbogen

Bibliographic control. The Rare Book collections have been increased this year by the addition of 5,419 volumes through purchase and gift. Our arrearages after deducting 4,705 volumes cataloged (including transfers and 507 serials), 127 volumes of duplicates sold, and 1,444 volumes sent to other departments, now stands at 55,385 (compared with 56,242 on June 30, 1976). There were 710 fewer volumes cataloged in 1977 as compared with 1976. The decrease may possibly be attributed to turnover of BA/GA staff in cataloging; we again state our belief that full time supporting staff to aid the Rare Book catalogers would improve production.

During the past year we have continued our activities in describing material over which there was no, or inadequate, bibliographic control. Over 5,000 cards were typed to replace the badly deteriorating records describing the uncataloged portion of the Smith collection. In addition, one group of about 800 volumes was inventoried, rearranged and call numbers added to the cards. Rules for cataloging items in the Art Collection were also formulated and adopted; and previously undescribed materials in the Brander Matthews Dramatic Museum collection and other smaller collections were cataloged according to these rules.

The Historical Collection of Children's Literature comprising approximately 8,000 volumes was transferred to this department in January from the School of Library Service Library. Work has begun on an inventory of this collection and was approximately half completed by June 30.

Binding and Preservation. The past year has not been a good one in terms of preservation activities. All activities were performed at a reduced level as compared with the proceeding year:

	<u>1975-76</u>	<u>1976-77</u>
Commercial Binding	158	111
<u>Columbia University Bindery</u>		
Special repairs	29	23
Special board portfolios	257	136
Pambinding	104	2
<u>Rare Book Processing</u>		
Gaylords	859	750
Lactating and Oiling	405	82

It is important to note that of the 111 commercially bound volumes, only 69 were rare materials, the remainder coming from the Manuscript Catalog Collection and the Papyrus and Epigraphy Collection.

Once again inflating costs and a stationary binding allotment, and the difficulties of providing adequate staff time for work in preservation activities both in the department and in the bindery, accounted for these reduced levels of activities. Also, more time needs to be allocated to special repairs and repairs on leather bindings which the Bindery will not handle at this time because of lack of staff.

Reference and Circulation Services. There were 8,822 books and 2,467 manuscripts used in the Rare Book Reading Room, and the number of reader visits was 3,955. The number of manuscripts used showed an increase as a result of a number of special projects by scholars. Among the noteworthy activities with which the staff participated were: lectures to all incoming graduate students of English and comparative literature; exhibitions and reference assistance to Prof. Andersson's art course on 15th century German book illustration; reference aid to a number of individuals preparing exhibits dealing with toy theatres, American Bicentennial activities, treasures of Italian culture, and American art at the turn-of-the century. The staff also worked on two projects with Research Publications, who set up microfilm equipment in the Papyrus & Epigraphy Room, and filmed approximately 1,800 exposures from about 115 titles listed in Lindsay and Neu's French Political Pamphlets: 1547-1648 and approximately 45,000 exposures from over 410 titles in the Kress Catalogue.

Manuscript Department

Bernard R. Crystal

Bibliographic control. The number of items processed this year doubled from last year's 527,893 to 1,008,460. This sizeable increase was due to several large collections which we had been working on for several years, the major one being the archives of Curtis Brown Ltd., which contains 600,000 items. The number of items cataloged, that is, letters, manuscripts and documents, singled out for individual bibliographic description on cards was 11,021 items, down from last year's 14,089. A lower number of individually cataloged items may be attributed to several factors: 1) greater selectivity in determining which authors deserve full cataloging; 2) the receipt of large archival collections such as Bella Abzug, Wellington Koo, Felix Adler and Andrew Cordier which contained extensive files of items requiring only processing and listing; 3) the heavier reader use coupled with the lack of general assistants, diverting librarians' cataloging duties to the more pressing duties of reference service.

After several years of little or no general assistants in the department, we were assigned a full-time CA II position to correct the situation. In May Thomas Fedorek joined the staff allowing us to begin catching up with our backlog of bibliographical control projects which were usually assigned to general assistants, i.e., the typing of finding aids so essential to assist readers in approaching the papers and archives they wish to use.

Reference and Circulation Services. The number of readers using manuscripts continues to increase. This year we recorded 2,051 reader visits over last year's 1,863. The number of items used was 2,181,102 manuscripts and 3,577 oral history volumes. This was an increase of over 100,000 manuscript items, while oral history use remained stable. Our traditional "busy season" occurred in March when spring vacations at various colleges and universities free students and faculty to go on research trips. The duration and intensity of this period was taxing on the staff since it lasted through May. On numerous days the reading room was filled to capacity by noon. Both librarians were almost totally occupied with reader registration, reference service, as well as paging and shelving of manuscript items and boxes, since we had only a ten-hour-a-week general assistant at the time. There was a marked increase in the number of long-term users, i.e., readers working on a large collection day in and day out for many months. For example, a University of Chicago library science graduate student was researching the Random House Archives for his dissertation on the history of its Modern Library Division; a free-lance writer was painstakingly examining every item in the Joseph Pulitzer Papers for a projected biography; and a graduate student from Japan was pouring over each file in the Institute of Pacific Relations Archives for her dissertation. Despite the crowded conditions, and interruption of paging service due to lack of general assistants, many visitors commended the staff on the good service they had received.

A signal project of preparing a Register of folder headings for the Random House Archives was finally completed last fall after several years of general assistant hours were used to type a contents list for this collection of over 500,000 items. Another aid which readers find helpful is a list of the cataloged correspondents in each of our more than 850 collections. Last year in addition to typing lists for several large collections such as Sydney Howard Gay and Moncure D. Conway Papers, we were able to type lists for collections from A through Ba.

Since our card catalog units were becoming overcrowded, we retrieved a used 30-drawer unit into which we expanded the manuscript catalog. The Curator of Columbiana has been making great headway in the cataloging of the Columbia College Papers. Over 800 letters have been identified and cataloged this year. In addition the Columbiana Book manuscript and Columbiana General manuscript collections were shifted from the Columbiana stacks in Low Library for more secure storage in the Manuscript Department's vault. During the past year full catalog entries for these collections were prepared for the Manuscript card catalog, and an authority file for determining Columbia University corporate entry forms was prepared for use in cataloging the documents in the College papers. Current headings not confirming to this new system already in our catalog have been changed or will be changed during the coming year.

Columbiana Library

Paul R. Palmer

The Columbiana Library has continued its afternoon schedule (1-5pm), much to the convenience of most users of the collection. The curator has given numerous talks and lectures during the year to two main categories of visitors: 1) Columbia University classes, including many College freshman; and 2) people from other parts of the city or country and visitors from abroad. Many University guests are referred from offices in Low to Columbiana for a visit, and in this regard the King's College Room is a favorite feature. The Visitors Service Office in Dodge Hall schedules Columbiana visits and talks on many of its programmed tours of the campus. Indeed, there is hardly a day of the year when we do not receive a number of individuals or groups for a tour of, and lecture about Columbiana and the King's College Room. During the 1976/77 year these have included many scholars and governmental officials from every state in the nation as well as from more than 22 foreign countries, including Sweden, Finland, Japan, Australia, Saudia Arabia, Israel and the U.S.S.R. (see attached list of a group from the U.S.S.R. sent to the curator for a tour and lecture on Columbiana from the Visitors Service Office). Visitors invariably have a keen interest in the collection and activities of the University and its history.

Collection development and maintenance. During the year, the curator and his assistant have added 24,800 clippings and pamphlets to the verticle files, and 205 photographs to the photo collection. In addition to current items, the curator has set to work on the old journalism morgue clippings - thousands of which date back to the 1930s - valuable research material that had remained largely untouched for years. Many fine and useful gifts were received from donors, including yearbooks, silver trophy cups, plaques, letters, scrapbooks, diplomas, medals and memorabilia.

The curator intensified weeding the stack area, transferring many hundreds of manuscripts to the Rare Book and Manuscript Library in Butler. In addition, he transferred to Butler many volumes and sets of periodicals that were taking up valuable space and were not primarily materials pertaining to Columbiana. The curator also transferred a large collection of films and tapes to the Rare Book and Manuscript Library.

Four four-drawer cabinets were added to Columbiana to expand the verticle file collection. Continued efforts have been made to continue refining and correcting the verticle file system and the departmental catalog.

During the mornings, the curator has worked in the Rare Book and Manuscript Library, spending part of his time cataloging the College Papers, and part of his time working on the Brander Matthews Dramatic Museum materials.

Reference and Circulation Services. 1,542 people visited the Columbiana Collection in 1976/77, compared to 1,288 in 1974/76, and 502 in 1974/75. This is the number of registered visitors and does not include administrative officers or personnel who are not requested to register or casual visitors who just come to Columbiana for routine information. Columbiana continues to house the readings for ad hoc faculty committees who are considering faculty members for tenure.

Over 580 reference questions were answered by the curator during the year, and 208 reference letters were written answering inquiries from around the world.

The librarian worked often and intensively with editors and writers of such publications as Columbia Today, Columbia College Today, Spectator, The Columbian, The University Record, P & S, The Columbia Law Review, and a score of other University publications, helping to supply them with both information and visual materials (photographs, engravings, maps, etc.) for their publications.

Library Operations and Administration. During the mornings when Columbiana is closed to the public, the curator has worked in the Rare Book and Manuscript Library, cataloging the College papers, and processing Brander Matthews Dramatic Museum materials. When Columbiana is open, in the afternoons, a general assistant is assigned for 10-15 hours a week. In addition to assisting the curator in supervising the room, he is also assigned the tasks of mounting clippings, filing in the verticle files, shifting books in the stacks, and processing pamphlets and periodicals in Gaylord bindings.

In the fall of 1976, the curator was re-elected to a second two year term to serve on the Executive Board of the Theatre Library Association, which meets monthly at Lincoln Center, New York.

Future Projects. The Librarian plans to continue bringing the records and holdings of the various publications issued by Columbia University up-to-date. He also intends to continue weeding the stack areas of unwanted materials. He hopes to arrange the stack areas more neatly and logically.

The editors of Columbia College Today have asked the curator to contribute Columbiana features to the publication and he has agreed to work with the editors on this matter.

Delegation of Soviet Specialists in Teacher Education
Teachers College, Columbia University, Friday, April 22, 1977

- P. G. Panachin - First Deputy Minister of Education, Head of the Delegation.
- A. M. Marinich - Minister of Education of the Ukrainian SSR, Professor and Corresponding Member of the Academy of Sciences of the Ukrainian SSR, Doctor of Geographical Sciences,
- V. V. Ryabov - Kandidat of Historical Sciences, Assistant Professor, Rector of Kyubyshev Pedagogical Institute.
- P. A. Nikolayev - Kandidat of Historical Sciences, Assistant Professor, Rector of Pskov Pedagogical Institute.
- O. A. Zhdanov - Doctor of Philosophical Sciences, Professor, Rector of Voroshilovo-Gradskiy Pedagogical Institute.
- G. P. Andreyuk - Kandidat of Historical Sciences, Assistant Professor, Rector of Brest Pedagogical Institute.
- A. G. Oreshin - Inspector-Methodologist, International Relations Section, Ministry of Education of USSR.
- Vitaly Babich, Teacher of English

Vitaliy P. Stepanov
Second Secretary
Permanent Mission of the Ukrainian S.S.R.
to the United Nations

Escort Party

Catherine Guilsher, Escort/Interpreter

Andrew Le Compte, Escort/Interpreter

Alla Dombrovsky, Council for International Exchange of Scholars

LC 5-3418

136 East 67th Street
New York, N.Y. 10021



Friends of The Columbia Libraries

535 WEST 114 STREET, NEW YORK, NEW YORK 10027

FINANCIAL STATEMENT

July 1, 1976 - June 30, 1977

Income Account (0311-501-5763)

Balance:	June 30, 1976	\$13,270
Income:	Dues Contributions	20,625
	Miscellaneous contributions (including gifts, etc.)	415
	Special purpose gifts	4,000
	Lamont gift for Masfield catalog	3,000
	Samuel Drucker bequest	3,000
	Ruth Samuel gift (Ulmann Fund)	(2,000)
	Dinner reservations	2,908
	<u>Columns</u> subscriptions and sales	<u>1,060</u>
		\$48,278
		(2,000)

Operations Account (501-4080-5763)

Expenditures:	Special purpose gift purchases	\$ 4,000
	Ulmann Fund deposit	(2,000)
	Friends Endowment Fund transfer (see Note)	10,000
	Stationery, supplies and misc.	797
	Friends' meeting costs	4,455
	<u>Columns</u> (volume XXVI)	<u>11,046</u>
		\$30,298
		(2,000)

Balance on June 30, 1977
(including Lamont gift for
Masfield exhibition catalog) \$17,980

Note: As of June 30, 1977, the principal of the Endowment Fund stands at \$60,600.

BOOK ORDER FUNDS
1976-77 Annual Report Statistics
III. Additional Report

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FUND	BOOKS	MANUSCRIPTS	COLLECTIONS	APPRAISALS	MISCELLANEOUS	TOTAL
293	³⁵ \$1,236.00	⁴ \$ 427.00	⁶ \$8,832.23			\$10,495.23
297	²⁰ \$4,159.95	² \$1,975.00	⁸ \$1,979.78		¹ \$ 3.50	\$ 8,118.23
299				⁷ \$1,175.00		\$ 1,175.00
429			¹ \$ 337.11			\$ 337.11
482	¹² \$7,140.00					\$ 7,140.00
483			¹ \$ 250.00			\$ 250.00
484	¹³ \$2,415.00					\$ 2,415.00
497	¹² \$9,291.40					\$ 9,291.40
533	² \$4,000.00					\$ 4,000.00
534	⁴ \$1,750.00					\$ 1,750.00
536	¹ \$1,200.00	¹ \$ 373.00				\$ 1,573.80
TOTALS	⁹⁹ \$31,192.35	⁷ \$2,775.80	¹⁶ \$11,399.12	⁷ \$1,175.00	¹ \$ 3.50	\$46,545.77

COLUMBIA UNIVERSITY LIBRARIES

Statistics for the Year Ending June 30, 1977

Collections

Volumes cataloged or otherwise prepared
for use (excluding manuscripts, pic-
tures, phonograph records, architec-
tural drawings, etc.) 4,730,492

Serial titles received 57,617

Microfilms (reels) 110,073

Microtext (physical units, excluding
microfilms) 1,597,401

Total microform units 1,707,474

Processing

Volumes added to collections (gross) 142,297

Volumes withdrawn from collections 35,149

Volumes added to collections (net) 107,148

Periodical titles added (gross) 1,636

Other serial titles added (gross) 592

Serial and periodical titles discontinued 5,362

Volumes bound (commercial only) 42,466

Catalog cards produced 648,979

Staff (Budgeted Figures)

Number of professional staff (FTE)* 136

Full-time and regular part-time
supporting and supervisory staff (FTE) 281

Students and other hourly workers as FTE 95

Total FTE 512

Circulation

Loans to individuals 1,241,169

Loans to Columbia libraries 59,996

Loans to non-Columbia libraries,
including affiliates 15,486

Total circulation 1,316,651

Expenditures

Salaries and wages \$5,121,295

Fringe benefits 901,669

Books, journals and materials 1,640,032

Binding (commercial only) 152,404

Other (including office supplies
equipment and computing costs) 615,642

Total expenditures \$8,431,042

*Includes several professional positions
other than librarians.

COLUMBIA UNIVERSITY LIBRARIES

CIRCULATION STATISTICS

JULY 1, 1976 to JUNE 30, 1977

HUMANISTIC AND HISTORICAL STUDIES DIVISION

Butler Library (Central Stacks)	270,904
Instructional Library:	
Burgess-Carpenter	65,033
College	178,718
Philosophy	<u>5,749</u>
Total	249,500
Library Service Library	47,484
Music Library	76,240
Paterno Library	<u>2,336</u>

TOTAL: HUMANISTIC AND HISTORICAL STUDIES DIVISION 646,464

SCIENCE AND ENGINEERING DIVISION

Biological Sciences Library	12,758
Chemistry Library	9,449
Engineering Library	25,701
Geology Library	7,210
Geoscience (Lamont) Library	2,816
Mathematics/Science Library	9,595
Physics Library	8,972
Psychology Library	<u>26,269</u>

TOTAL: SCIENCE AND ENGINEERING DIVISION 102,770

SOCIAL SCIENCE DIVISION

Business Library	187,576
Journalism Library	10,109
Lehman Library	34,061
Social Work Library	<u>59,535</u>

TOTAL: SOCIAL SCIENCE DIVISION 291,281

DISTINCTIVE COLLECTIONS

Avery-Ware	22,146
East Asian Library	41,182
Fine Arts Library	74,316
Health Sciences Library	78,805
Law Library	50,865
Rare Book Library	<u>8,822</u>

276,136

TOTAL CIRCULATION: COLUMBIA UNIVERSITY LIBRARIES 1,316,651

COLUMBIA UNIVERSITY LIBRARIES

CHANGE IN SIZE OF COLLECTIONS: JULY 1, 1976 TO JUNE 30, 1977
SUMMARY SHEET: STANDARD PRINTED MATERIALS

	July 1, 1976	Total Added	Total Withdrawn	Net Change	June 30, 1977
<u>Humanistic and Historical Studies Division</u>					
Browsing Room	3,981	-	-	-	3,981
Butler Library					
Central Stacks	1,350,659	27,939	6,597	21,342	1,372,001
Theater Arts Collection	1,087	-	1,087	(1,087)	0
Graphic Arts Collection	12,409	446	10	436	12,845
Instructional Library					
Burgess-Carpenter Library	137,679	4,793	4,282	511	138,190
College Library	53,785	87	176	(89)	53,696
Philosophy Library	13,348	99	4	95	13,443
Library Service Library	93,872	3,234	9,891	(6,657)	87,215
Music Library	51,264	1,179	116	1,063	52,327
Paterno Library	20,309	239	12	227	20,536
Reference Collection	33,195	1,638	1,054	584	33,779
TOTAL: HUMANISTIC & HISTORICAL STUDIES DIV.	1,771,588	39,654	23,229	16,425	1,788,013
<u>Science and Engineering Division</u>					
Biological Sciences Library	40,556	1,004	478	526	41,082
Chemistry Library	31,737	1,333	54	1,279	33,016
Computer Center Library	330	-	18	(18)	312
Engineering Library	168,609	2,301	1,341	960	169,569
Geology Library	76,173	682	359	323	76,496
Geoscience (Lamont) Library	18,817	433	1,555	(1,122)	17,695
Mathematics Library	22,338	1,116	342	774	23,112
Physics Library	21,873	690	240	450	22,323
Psychology Library	23,981	844	63	781	24,762
Science Library	72,474	575	138	437	72,911
TOTAL: SCIENCE & ENGINEERING DIV.	476,888	8,978	4,588	4,390	481,278
<u>Social Science Division</u>					
Business Library	304,060	6,157	729	5,428	309,488
Documents Service Center	-	15,256	922	14,334	14,334
Journalism Library	13,323	205	25	180	13,503
Lehman Library	119,969	16,976	3,213	13,763	133,732
Social Work Library	97,461	3,841	696	3,145	100,606
TOTAL: SOCIAL SCIENCE DIV.	534,813	42,435	5,585	36,850	571,663
<u>Distinctive Collections</u>					
Avery Library	109,301	3,567	147	3,420	112,721
Fine Arts Library	60,934	2,674	179	2,495	63,429
Ware Library	4,902	1,106	304	802	5,704
East Asian Library	395,824	10,937	70	10,867	406,691
Health Sciences Library	331,083	8,092	737	7,355	338,438
Law and International Law Library	570,680	11,045	250	10,795	581,475
Rare Book and Manuscript Library	350,154	13,352	60	13,292	363,446
Columbiana	17,177	457	-	457	17,634
TOTAL: DISTINCTIVE COLLECTIONS	1,840,055	51,230	1,747	49,483	1,889,538
TOTAL CHANGE IN SIZE OF COLLECTIONS	4,623,344	142,297	35,149	107,148	4,730,492

10/5/77

COLUMBIA UNIVERSITY LIBRARIES

CHANGE IN SIZE OF COLLECTIONS: JULY 1, 1976 TO JUNE 30, 1977
SUMMARY SHEET: MICROFORMS

	MICROFILM REELS		MICROFICHES		MICROCARDS		MICROPRINTS		ALL MICROFORMS	
	Net Added	6/30/77	Net Added	6/30/77	Net Added	6/30/77	Net Added	6/30/77	Net Added	6/30/77
Humanistic and Historical Studies Division										
Library Service Library	50	439	-	7	-	-	-	-	50	446
Microforms Reading Room	1,976	81,030	5,760	132,599	13,559	58,952	285	310,334	21,580	582,915
Music Library	8	889	381	670	-	3,957	-	-	389	5,516
Paterno Library	(6)	-	-	-	-	-	-	-	(6)	-
TOTAL: HUMANISTIC AND HISTORICAL STUDIES DIVISION	2,028	82,358	6,141	133,276	13,559	62,909	285	310,334	22,013	588,877
Science and Engineering Division										
Biological Sciences Library	-	1	-	-	-	-	-	-	-	1
Chemistry Library	-	18	-	-	-	1,403	-	-	-	1,421
Computer Center Library	-	151	-	-	-	-	-	-	-	151
Engineering Library	48	2,798	55,803	647,587	-	63,282	-	-	55,851	713,667
Geology Library	-	3	-	-	-	-	-	-	-	3
Geoscience (Lamont) Library	-	445	(169)	439	-	4,817	-	-	(169)	5,701
Mathematics Library	85	140	-	-	-	-	-	-	-	140
Physics Library	-	31	-	-	-	316	-	-	85	347
Psychology Library	1	1	276	1,806	-	-	-	-	277	1,807
Science Library	-	145	-	-	-	-	-	-	-	145
TOTAL: SCIENCE AND ENGINEERING DIVISION	134	3,733	55,910	649,832	-	69,818	-	-	56,044	723,383
Social Science Division										
Business Library	257	2,797	6,723	37,438	-	43,122	-	-	6,980	83,357
Documents Service Center	786	786	46,622	46,622	-	-	180,671	180,671	228,079	228,079
Journalism Library	36	1,150	-	-	-	-	-	-	36	1,150
Lehman Library	549	11,020	151	3,566	-	1,244	-	-	700	15,830
Social Work Library	11	11	-	-	-	-	-	-	11	11
TOTAL: SOCIAL SCIENCE DIVISION	1,639	15,764	53,496	87,626	-	44,366	180,671	180,671	235,806	328,427
Distinctive Collections										
Avery Library	12	145	-	1	-	-	-	-	12	146
Fine Arts Library	7	35	-	-	-	-	-	-	7	35
East Asian Library	42	6,171	-	353	-	-	-	-	42	6,524
Health Sciences Library	-	28	-	252	-	-	5	5	5	285
Law Library	21	1,133	7,191	7,793	-	17,000	-	33,165	7,212	55,091
Rare Book & Manuscript Lib.	66	555	-	-	-	-	-	-	66	555
Columbiana	-	151	-	-	-	-	-	-	-	151
TOTAL: DISTINCTIVE COLLECTIONS	148	8,218	7,191	8,399	-	17,000	5	33,170	7,344	66,787
TOTAL CHANGE IN SIZE OF COLLECTIONS	3,949	110,073	122,738	879,133	13,559	194,093	180,961	524,175	321,207	1,707,474

10/5/77

Book Fund statistics
1976-77

FUND	BOOKS	MANUSCRIPTS	COLLECTIONS	APPRAISALS	MISCELLANEOUS	TOTAL
293	³⁵ 1,236.00	⁴ 427.00	⁶ 8,832.23			10,495.23
297	²⁰ 4,157.95	² 1,975.00	⁸ 1,979.78		¹ 3.50	8,115.23
299				⁷ 1,175.00		1,175.00
429			¹ 337.11			337.11
482	¹² 7,140.00					7,140.00
483			¹ 250.00			250.00
484	¹³ 2,415.00					2,415.00
497	¹² 9,291.40					9,291.40
533	² 4,000.00					4,000.00
534	⁴ 1,750.00					1,750.00
535						—
536	¹ 1,200.00	¹ 373.80				1,573.80
	⁴⁹	⁷	¹⁶	⁷	¹	
TOTALS	31,192.35	2,775.80	11,399.12	1,175.00	3.50	46,545.77

297

ACCT NO.

ORDER NO.

APPRVD.

L C CARD NO.

DESTINATION

1. AUTHOR

Masfield, John

Rare Bk &
Ms Lib

2. TITLE

Photograph

NEW
RPL
COP
FOR
ADD
CON
SEP
SER

CONFIRMING

UNCAT

2.A EDITION

3. PLACE. PUB. DATE

4. PAGING

5. SERIES

NEW

MADE

NOT MADE

DEALER	DATE TYPED	DATE ORD.	DATE REC'D	PRICE
	3.18.77		3.14.77	£2.00

BIB. SOURCE	AVAILABLE FROM	RECOMMENDED BY
	Mrs. Prudence Barker Thistledown, Crondall Mr. Farnham, Surrey ENGLAND	Kenneth A. Lohf

SEARCHER'S REPORT

GU10 5PW

NOTIFY

	GC
CBI	LC42
PTLA	42-47
BIP	48-52
BPR	53-57
FB	58-62
PW	63
BNB	64
PS	65
	ULS
	NST

D 108.1

COLUMBIA UNIVERSITY LIBRARIES

Mr. Lohf:

Both of the items in pounds had not gone to the Bursar yet (this March date is when it when from Acquisitions to Data) - Trickey looked for them. The amount given for these two is his, but the machine was gebroken and so it was a mental effort on his part, and subject to change. I will type it in when we get the REAL figures.

L-W

445
CODE NO.

ORDER NO.

ACQUISITIONS DEPARTMENT
COLUMBIA UNIVERSITY LIBRARIES
535 West 114th St.
New York, N. Y. 10027

L. C. CARD NO.

09698 F

Wills, Wilfred A., Ltd.
Suite 30, 51 St. Martin Lane
London W.C.2, England.

(Vendor) Rare Book
Ms Lib.

Collection of 13 manuscripts bound (Mithras).

CONTINUED

DEALER

Wilfred A. Wills, Ltd.

\$626.80

RECOMMENDED BY

R/L

LIST PRICE

250.

DATE ORDERED

3/17/77

RIDER COPY

TITLE NOTED ABOVE HAS BEEN ADDED TO LIBRARY

3/17/77

GC

LC42

42-7

48-52

53-7

58

PS

CODE NO.

ORDER NO.

ACQUISITIONS DEPARTMENT

L. C. CARD NO.

09702 F

COLUMBIA UNIVERSITY LIBRARIES

535 West 114th St.
New York, N. Y. 10027

BRUNNEN, H. H. F. (1970)
 COLUMBIA UNIVERSITY LIBRARIES
 535 West 114th St.
 New York, N. Y. 10027

DEALER

RECOMMENDED BY

LIST PRICE

DATE ORDERED

DEPARTMENTAL COPY

\$3.50

3/21/77

297 -

ACCT NO.

ORDER NO.

APPRVD.

L C CARD NO.

DESTINATION

1. AUTHOR

Mitchison, Naomi

Rare Bk &
Ms Lib

2. TITLE

Collection of 15 manuscripts

NEW
RPL
COP
FOR
ADD
CON
SEP
SER

CONFIRMING

2.A EDITION

UNCAT

3. PLACE. PUB. DATE

4. PAGING

5. SERIES

NEW

MADE

NOT MADE

DEALER	DATE TYPED	DATE ORD.	DATE REC'D	PRICE
	3.16.77		3.1.77	£364.
BIB. SOURCE	AVAILABLE FROM		RECOMMENDED BY	
	Winifred A. Myers Ltd. Kenneth A. Lohf Suite 52, 91 St. Martins Lane London W.C.2, ENGLAND		NOTIFY	

SEARCHER'S REPORT

CBI	@ \$172 / X = \$ 626.08	GC
FTLA		LC42
BIP		42-47
BPR		48-52
FB		53-57
PW		58-62
BNB		63
PS		64
D 108.1		65
		ULS
		NST

COLUMBIA UNIVERSITY LIBRARIES

CODE NO:

ORDER NO.

ACQUISITIONS DEPARTMENT

L. C. CARD NO.

09698 F

COLUMBIA UNIVERSITY LIBRARIES

535 West 114th St.
New York, N. Y. 10027

HARRIS, William A., 1881-

(Vanderbilt) Papers

Box 10, 31 St. Nicholas Lane

New York

London W.C., 2, England

Collection of 13 manuscripts and 11 drawings.

DEALER

HARRIS, William A., 1881-

RECOMMENDED BY

HAR

LIST PRICE

13.00

DATE ORDERED

1/17/77

DEPARTMENTAL COPY

CODE NO.

ORDER NO.

ACQUISITIONS DEPARTMENT

L. C. CARD NO.

COLUMBIA UNIVERSITY LIBRARIES

535 West 114th St.
New York, N. Y. 10027297
09702 F

MARSH, Mrs. Prudence

(Vendor)

Date Recd

Christie's, Cromwell

No Lib.

Mr. J. J. J. J. J.

1010 5th, New York

John J. J. J. J. - Photograph.

DEALER

Mrs. Prudence Marsh

RECOMMENDED BY

LIST PRICE

DATE ORDERED

EAL

\$ 2.00

3/21/77

TITLE NOTED ABOVE HAS BEEN ADDED TO LIBRARY

RIDER COPY

GC

LC42

42-7

48-52

53-7

58

PS

1976/77

Loage - 9,470
Smith - 7,182
Engel - 1,582
Frymks - 1,758
Ullmann - 2,435
Strass - 240
Epstein - 375
23,042

293 -

Dups -

15,452 GI
- 1,500 Appraisal
- 5,000 Bi
- 800 Rev.
293 + 8152 for Brink

Totals:

\$ 38,504 (1975/76)

\$ 40,542 (1976/77)

\$17,500

5,000 (Binding)
900 (Periodicals)
1,100 (Appraisals)
10,500 (293)

23042
15452
38,500

293
General Fund

1976-77	BOOKS	MANUSCRIPTS	COLLECTIONS	APPRAISALS	MISCELLANEOUS	TOTAL
July	8 \$ 176.50	1 \$ 70.00	2 \$7,525.00			\$ 7,771.50
August		3 Colles (~~1200~~) \$357.	1 Mitcheson (~~185~~ .) \$151.73			\$508.73 (~~1285.00~~ =)
September	10 \$ 231.00					\$ 231.00
October	12 \$ 612.50		1 Mitcheson \$ 78.50			\$ 691.00
November	5 \$ 216.00		1 Fellingham \$ 750.00			\$ 966.00
December			1 P. Whalen Archive \$ 327.00			\$ 327.00
January						—
February						—
March						—
April						
May						
June						
TOTALS	1,236.00	427.00	8,832.23			<u>10,495.23</u>

Allotment: \$10,500.

(214: \$900)

Binder \$5,000

297
Duplicates

1976-77	BOOKS	MANUSCRIPTS	COLLECTIONS	APPRAISALS	MISCELLANEOUS	TOTAL
July	1 <i>Wood</i> \$ 600.00		4 \$ 795.00	<i>Grave Dunlop Ems Hutchinson</i>		\$ 1,395.00
August						—
September						—
October						—
November						—
December	1 <i>Wood</i> \$ 275.00	1 <i>Williams</i> \$ 975.00				\$ 1,250.00
January	7 <i>Wood</i> \$1,755.00	1 <i>Williams</i> \$1,000.00				\$2,755.00
February	5 \$ 575.00		1 \$ 122.98			\$ 697.98
March	4 \$ 444.95		2 <i>Nelson, Thompson</i> \$1,026.80		<i>Photo (Newfield)</i> \$ 2.50	\$1,475.25
April	1 <i>Wood</i> \$ 425.00					\$ 425.00
May	1 \$ 85.00		1 <i>Col. Univ.</i> - 3 docs \$ 35.00			\$ 120.00
June						
TOTALS	4,159.95	1,975.00	1,979.78	—	3.50	~~6,097.23~~

8,118.23

Balance in Fund on June 30, 1976: \$ 1,223 + \$ 347 (inspnt + in sub. acct) = \$ 1,570 1,802.

299
Appraisals

1976-77	BOOKS	MANUSCRIPTS	COLLECTIONS	APPRAISALS	MISCELLANEOUS	TOTAL
July						—
August						—
September				3 <i>Ausbach</i> \$475.00		\$ 475.00
October				1 <i>Ausbach</i> \$150.00		\$ 150.00
November						—
December				1 <i>Ausbach</i> \$150.00		\$ 150.00
January						—
February				1 <i>Ausbach</i> \$200.00		\$ 200.00
March						—
April						
May				1 <i>Ausbach</i> \$200.00		\$ 200.00
TOTALS				1,175.00		1,175.00

Allotment #1,100.

429
Epstein

1976-77	BOOKS	MANUSCRIPTS	COLLECTIONS	APPRAISALS	MISCELLANEOUS	TOTAL
July						—
August						—
September						—
October			¹ \$337.11			\$ 337.11
November						—
December						—
January						—
February						—
March						—
April						
May						
June						
TOTALS						

Allotment: \$375.

1976-77	BOOKS	MANUSCRIPTS	COLLECTIONS	APPRAISALS	MISCELLANEOUS	TOTAL
July	2 ^{Agassiz} \$ 575.00					\$ 575.00
August	1 ^{Tizzard} \$ 150.00					\$ 150.00
September	4 \$4,780.00	^{LeNux Vesot Kepler Cassini}				\$4,780.00
October	1 ^{Harrison} \$ 175.00					\$ 175.00
November	1 ^{Seersucker} \$ 600.00					\$ 600.00
December						—
January	2 ^{Lorenson Tlou} \$ 645.00					\$ 645.00
February						—
March	1 \$ 215.00					\$ 215.00
April						
May						
June						
TOTALS	7,140.00					<u>7,140.</u>

Allotment: \$7,182.

483
Strassburger

1976-77	BOOKS	MANUSCRIPTS	COLLECTIONS	APPRAISALS	MISCELLANEOUS	TOTAL
July						—
August						—
September						—
October			1 <i>Donation</i> \$250.00			\$ 250.00
November						—
December						—
January						—
February						—
March						—
April						
May						
June						
TOTALS						<u>\$250</u>

Allotment: \$250.

484
Ulmann

1976-77	BOOKS	MANUSCRIPTS	COLLECTIONS	APPRAISALS	MISCELLANEOUS	TOTAL
July	10 \$1,920.00					\$ 1,920.00
August						—
September	2 \$ 405.00	Few Creole				\$ 405.00
October						—
November	1 \$ 90.00					\$ 90.00
December						—
January						—
February						—
March						—
April						
May						
June						
TOTALS	2,415.00					<u>2,415.</u>

Allotment: \$ 2,435.

497
Lodge

1976-77	BOOKS	MANUSCRIPTS	COLLECTIONS	APPRAISALS	MISCELLANEOUS	TOTAL
July	5 \$ 5,900.00	Franciscus de Toledo Gregorius Venerius Thomas Aquinas (2)				\$ 5,900.00
August	2 \$ 650.00	Lotinus Venerius				\$ 650.00
September	4 \$2,535.00	Gregorius Cott Surreal Heywood				\$ 2,535.00
October						—
November						—
December						—
January	1. Seneca (K120) \$206.40					206.40
February						—
March						—
April						
May						
June						
TOTALS	9,291.40					9,291.40

Allotment: \$9,470.

533
Friends

1976-77	BOOKS	MANUSCRIPTS	COLLECTIONS	APPRAISALS	MISCELLANEOUS	TOTAL
July						—
August						—
September						—
October	1 Joseph and Gertrude \$1,000.00					\$1,000.00
November						—
December						—
January						—
February						—
March	1 Maschfield \$3,000.00					\$3,000.00
April						
May						
June						
TOTALS						4,000.00

534
Friends Endowment

1976-77	BOOKS	MANUSCRIPTS	COLLECTIONS	APPRAISALS	MISCELLANEOUS	TOTAL
July	1 ~~Wilde~~ \$1,200.00					\$ 1,200.00
August						—
September						—
October	1 Joseph ~~and~~ ~~Don~~ \$200.00					\$ 200.00
November	2 ~~Wilde~~ \$350.00					\$ 350.00
December						—
January						—
February						—
March						—
April						
May						
June						
TOTALS	1,750.					1,750.00

Allotment: \$1,758.

535
Miscellaneous Gifts

1976-77	BOOKS	MANUSCRIPTS	COLLECTIONS	APPRAISALS	MISCELLANEOUS	TOTAL
July						—
August						—
September						—
October						—
November						—
December						—
January						—
February						—
March						—
April						
May						
June						
TOTALS						

1976-77	BOOKS	MANUSCRIPTS	COLLECTIONS	APPRAISALS	MISCELLANEOUS	TOTAL
July	1 ~~book~~ \$1,200.00	1 ~~manuscript~~ \$373.80				\$1,573.80
August						—
September						—
October						—
November						—
December						—
January						—
February						—
March						—
April						
May						
June						
TOTALS						<u>\$1,573.80</u>

Allotment: \$1,582.

COLUMBIA UNIVERSITY
INTERDEPARTMENT MEMORANDUM

Date June 7, 1977

To Division and Department Heads

Subject Annual Reports for 1976/77

The annual reports prepared for components of the Libraries have proven many times to be valuable as historical records and as planning aids. This year, as in the past, please send two copies of the report for your unit to the Planning Office, 309 Butler Library, by July 31. You may use the structure below and a checklist narrative format if you wish. Where applicable, route one copy through the appropriate Division Head.

1. Summary of the Year's Work

This is the brief narrative record of the year's activities. It should summarize accomplishments or problems for the year just ended, highlighting noteworthy events, progress or activities in the following areas as applicable:

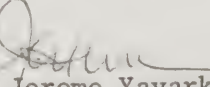
- Reference, instructional, and ~~data base~~ services
- X - Catalog production, catalog maintenance, indexing, and bibliography preparation
- X - Circulation, reserves, and interlibrary loan
- X - Monograph and serial collection development, processing, and preservation
- ✓ - Administration
- ✓ - Staffing or training
- ✓ - Physical environment
- ✓ - Equipment

2. Future Prospects

Here it is important to identify issues which will contribute to improved library performance. This section should be used to note major plans, opportunities, problems, desirable changes or needs for detailed study which should receive attention. The items listed in the Summary of the Year's Work or any other appropriate categories may be used to present these items.

3. Additional Reports

In this section, please include any statistical material, exhibits, or reports which will enhance the annual report. We will coordinate the preparation of the annual circulation and change in size of collections reports separately, so these need not be included.


Jerome Yavarkovsky
Assistant University Librarian
for Planning

The. hold
80, Butler

Amounts received from Library FRIENDS
through Gifts and Exchange Office.
July 1, 1976 through June 29, 1977

Number of Items: 4,460

Estimate of value: \$12,-811.25

[18 donations

Gifts:

Total value of contributions: $(\$621,911. - \$12,811) \$609,100$

Friends contributions: \$172,935.

Other contributions: $(\$448,976.) \$436,165$

No. of separate donations: $(211 - 18) 193$

Manuscripts rec'd by gift: 1,479,262

Volumes rec'd by gift: 4,044 (an additional 4,460 vols. rec'd by G+E from Friends)

Posters rec'd by gift: 160

Crymberg: 292 (incl 59 Eng. + Fr. lang)

Duplicates

Total duplicate sales: \$8,964 (127 vols. + 2,000 photos)

Total duplicate exchange: \$800 (23 vols.)

64

35 call to NUCMC

$$\begin{array}{r}
 7,033,284 \\
 1,479,262 \\
 \hline
 8,512,546
 \end{array}$$

$$\begin{array}{r}
 621,911 \\
 12,811 \\
 \hline
 609,100
 \end{array}$$

$$\begin{array}{r}
 448,976 \\
 12,811 \\
 \hline
 436,165
 \end{array}$$

$$\begin{array}{r}
 5,900 \\
 6,005 \\
 \hline
 11,905
 \end{array}$$